



*Clerk's Office  
Policy and Procedure*

## **PAYROLL POLICY**

The purpose of this Payroll Policy is to ensure that all Macomb Township employees are paid correctly and timely. Accountants must work as a team to establish a good relationship with our employees to provide assistance with payroll inquiries and produce accurate paychecks. Accountants must be familiar with the provisions of the various collective bargaining agreements and need to keep informed of all changes. Payroll entries must be done in accordance with generally accepted accounting principles.

### **Procedure**

#### **1. Department Responsibility**

##### **1.1. Time Off Requests**

Employees, or their Department Heads, are responsible for sending the Finance Department and Human Resources their Time Off Request forms as soon as they are signed by their Department Head or his/her designee.

##### **1.2. BS & A Timesheets**

Employees or Department Heads are responsible to ensure that Timesheets are electronically completed at the end of every pay period. It is the responsibility of the Department Head or his/her designee to review the Timesheets and electronically approve them. Any changes needed after being imported in the Payroll software must be done by contacting the Finance Department.

##### **1.3. Paid on Call Fire Monthly Payroll Reports**

The Fire RMS Supervisor is responsible to ensure that Paid on Call Fire Monthly Payroll Reports are sent to the Finance Department within 9 days after the end of the pay period.

#### **2. Finance Responsibility**

##### **2.1. Accountant**

**2.1.1.** The Accountant is responsible for importing Timesheet data into the Payroll software and entering any hours of employees not utilizing the Timesheet software.

**2.1.2.** Once all hours are entered, the Accountant must run a Check Proofing report. This report must be reviewed by two employees in the Finance Department before proceeding any further.

- 2.1.3.** Once the Check Proofing report has been reviewed and approved, the Accountant can run the payroll checks and the corresponding remittance checks. All steps must be completed by 12:00 p.m. two (2) days before the payroll date so as to process the direct deposit for disbursement and give the Treasurer time to process the necessary transfers.

### **3. Board Approval**

Employee wages are set by either a collective bargaining agreement or by the Township Board of Trustees approval for employee classifications that are not addressed in any collective bargaining agreement. The Macomb Township Board of Trustees reviews and approves budgets, including the Payroll Policy, each fiscal year. The payroll amounts are part of the budget and therefore, when approved at the Township Board of Trustees meeting, payroll is approved for the fiscal year.


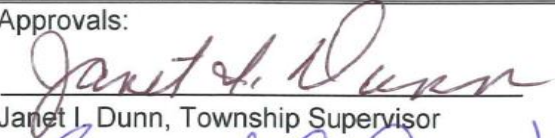
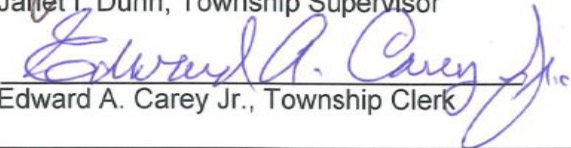
### **4. Printing and Distribution of Payroll Checks & Transfers**

Once the check run is completed and all remittance processes are completed, the payroll checks are given to the Treasurer for distribution. The Treasurer will receive a report from the Accountant on the total amount to transfer, by fund, into the Payroll checking account to cover the checks issued. The transfer must be completed prior to the Accountant uploading the direct deposit file to the bank.

### **5. Records**

All records shall be kept in the Finance Department in compliance with the State of Michigan's written retention schedule.

Destruction of any financial record will be done in compliance with the procedures set forth in the Macomb Township Records Managements Manual.

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	Approvals:		
	 Janet I. Dunn, Township Supervisor		
	 Edward A. Carey Jr., Township Clerk		